



# Manufacturing

## Vocational Taster

Student name	
Centre name	
ASDAN tutor	



Written in collaboration with NAC Group:  
[www.nac-group.co.uk](http://www.nac-group.co.uk)

The NAC Group is a national education and training company working with some of the UK's biggest companies specialising in manufacturing and associated logistics. It develops and delivers pre-employment training, including personal development for work in STEM subject areas, and follows learners into employment by delivering appropriate apprenticeships. NAC is part of an employer-led Trailblazer group at the forefront of changes to the UK's apprenticeship framework.

"This Vocational Taster is targeted at those following STEM subjects, and is appropriate general manufacturing preparation for a range of traineeships, study programmes, and apprenticeships. It gives learners exactly the sort of background they need to go on to succeed in apprenticeships and move into employment in our sector."

Steve Pallas, Nissan (NMUK)

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# Manufacturing Vocational Taster

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**Summary of Achievement**

**Yellow centre pages**



# Achieving your Vocational Taster

## How long will the Vocational Taster take?

You have the option of accrediting up to 60 hours of manufacturing activities. For every 10 hours, you are awarded one credit, for example:

10 hours = 1 credit	30 hours = 3 credits	60 hours = 6 credits
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These credits can contribute towards other programmes and qualifications.

The **Manufacturing Vocational Taster** can lead to:

### ASDAN Personal Development Programmes

- Bronze, Silver, Gold or Universities

### ASDAN Qualifications (Levels 1 and 2)

- AoPE (Award of Personal Effectiveness) Levels 1 and 2
- CoPE (Certificate of Personal Effectiveness) Levels 1 and 2

and could eventually lead to:

### ASDAN Qualifications (Level 3)

- CoPE (Certificate of Personal Effectiveness) Level 3

## What must I do?

**Read through** these introductory pages carefully.

**Look at the modules and challenges** and decide which challenges you wish to complete – your tutor will be able to help you decide.

**Create an evidence portfolio** to safely store all the material you'll need to have in place before your tutor can claim your Vocational Taster certificate.

**Plan, organise and carry out** your chosen challenges, collecting evidence as you go and storing it safely in your evidence portfolio.

**Before asking your tutor to check your work** and claim your certificate make sure your portfolio contains the following:

- A student book
- A completed Record of Progress (page 5)
- Evidence for each challenge completed
- The correct number of Vocational Taster Skills Sheets (see pages 43-50)
- A completed Summary of Achievement (yellow centre pages)
- A completed Personal Statement (yellow centre pages)

## What will I need?

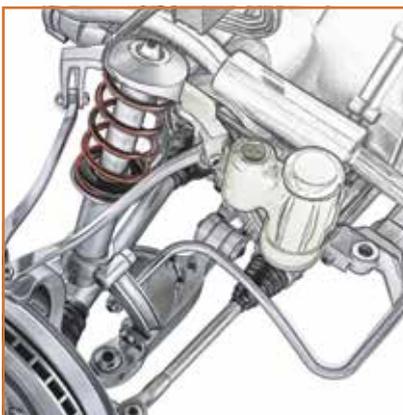
- Your own copy of this Vocational Taster book
- A portfolio (file or folder), into which you will put your evidence

## Information for tutors

To download guidance documents, go to:

**[members.asdan.org.uk/my-courses/short-courses](https://members.asdan.org.uk/my-courses/short-courses)**

- A Quick Guide to ASDAN Short Courses contains step-by-step guidance for delivering any Vocational Taster Short Course, from registering with ASDAN to certification.
- The Manufacturing Vocational Taster Tutor Notes provide challenge-by-challenge advice, lesson ideas and suggested resources.





# Recording Your Skills

## Recording your skills

Next to each challenge is a set of tick boxes where you can record the skills you have been developing during the activity.

These help you link your achievements to the national standards for these skills.

Manufacturing activities provide an excellent opportunity to develop the skills of:

- Learning
- Teamwork
- Coping with Problems
- Use of IT
- Use of English
- Use of Maths

### ✓ Skills I used:

- Learning
- Teamwork
- Coping with Problems
- Use of IT
- Use of English
- Use of Maths



## The importance of Key/Core Skills

These are an everyday part of adult and working life. You need to be able to make yourself understood when speaking and writing, planning your own learning, working with others, carrying out basic calculations and using information technology.

Every job needs some or all of these skills and they are just as useful in Further and Higher Education.

### Learning

This skill is about how you manage your personal learning and development. It is about planning and working towards targets to improve your performance and reviewing your progress.

### Teamwork

This skill is about how you work with others when planning and carrying out activities to get things done and achieving shared objectives. This will involve working with a group of people.

### Coping with Problems

This skill is about recognising problems and doing something about them. It is about using different methods to find a solution and checking to see if they work.

### Use of IT

This skill is about being able to make the best use of computers and other items such as printers, scanners and digital cameras. Being familiar with how to use this equipment is vitally important, not only in the workplace but also in the home.

### Use of English

This skill is not only about how you talk to people but also about the ways you find out information and let other people know about your views and opinions. It also includes all aspects of writing and reading.

### Use of Maths

This skill is about your ability to use numbers. If, for example, you've measured or calculated something you will have used numeracy skills. Being able to use numbers is a skill highly valued by employers; many of the challenges in this Vocational Taster will give you opportunity to practise your numeracy skills.

# Module 1

## Understanding Manufacturing





# Module 1

## Understanding Manufacturing

Section A: Complete at least THREE challenges over 10 hours (1 credit)

- 1** As a group, research a manufacturing organisation of your choice (e.g. Dyson, Berghaus, Christy, Coffee Republic) and briefly outline its history, ownership, product range and future plans. Present your findings.

- ✓ **Skills I used:**
- Learning
  - Teamwork
  - Coping with Problems
  - Use of IT
  - Use of English
  - Use of Maths

- 2** Choose a manufactured product and use diagrams to show all the materials and parts used in the product.  
Produce a flow chart showing the manufacturing process; identify the elements that are value added and those that are not value added.

- ✓ **Skills I used:**
- Learning
  - Teamwork
  - Coping with Problems
  - Use of IT
  - Use of English
  - Use of Maths

- 3** In a pair, use your own words and diagrams to define 20 manufacturing terms, including:
- budget
  - best practice
  - design control
  - error-proofing
  - inventory
  - just-in-time
  - lead time
  - net operating time
  - process flow chart
  - productivity
  - quality control
  - safety audit
  - standard operating procedure
  - takt time
  - value-added
  - zero defects

- ✓ **Skills I used:**
- Learning
  - Teamwork
  - Coping with Problems
  - Use of IT
  - Use of English
  - Use of Maths

# Module 3

## Manufacturing Logistics



# Module 3

## Manufacturing Logistics

**5** In supply chain management there are five key stages: Procure, Make, Move, Store and Service.  
Show that you understand each stage by researching one company that specialises in it. Produce a diagram that shows the benefits of an integrated service.

- ✓ **Skills I used:**
- Learning
  - Teamwork
  - Coping with Problems
  - Use of IT
  - Use of English
  - Use of Maths

**6** Use at least **two** different sources of information to investigate the importance of packaging features to support logistics efficiency. Discuss your findings.

- ✓ **Skills I used:**
- Learning
  - Teamwork
  - Coping with Problems
  - Use of IT
  - Use of English
  - Use of Maths

**7** For a product of your choice, work with others to map out a supply chain from raw materials to end user. Show every organisation involved in the process and the order in which each stage happens. Produce a poster that illustrates each organisation involved and what happens at each stage in the process.

- ✓ **Skills I used:**
- Learning
  - Teamwork
  - Coping with Problems
  - Use of IT
  - Use of English
  - Use of Maths

**8** Other agreed challenge:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- ✓ **Skills I used:**
- Learning
  - Teamwork
  - Coping with Problems
  - Use of IT
  - Use of English
  - Use of Maths

# Module 6

## Careers in the Manufacturing Sector





# Module 6

## Careers in the Manufacturing Sector

**Section B:** Complete ONE or TWO challenges over 10 hours (1 credit)

- 1** Undertake a period of work experience that involves working in manufacturing. Complete a diary of your experience and update your CV to reflect what you have learnt.

✓ **Skills I used:**

- Learning
- Teamwork
- Coping with Problems
- Use of IT
- Use of English
- Use of Maths

- 2** Undertake a period of voluntary work that involves manufacturing (e.g. make a product that can be sold to raise money or that enhances the lives of others). Give a presentation about the highs and lows of your experience.

✓ **Skills I used:**

- Learning
- Teamwork
- Coping with Problems
- Use of IT
- Use of English
- Use of Maths

- 3** Plan and carry out a day-long visit to a local specialist technology college, a university technical college or the Manufacturing and Engineering department of a university.

Write about your visit, including the benefits and drawbacks of this as a place for further study.

✓ **Skills I used:**

- Learning
- Teamwork
- Coping with Problems
- Use of IT
- Use of English
- Use of Maths



# Adding Value

Your Manufacturing Vocational Taster is recognised with an ASDAN certificate, and has a credit rating to reflect the time you have spent on your manufacturing activities. The Manufacturing Vocational Taster can also be linked to other programmes and qualifications, which add value and give you further options for continuing to develop your skills and experience.

## Options

## Certificated outcomes



★ If you are aiming to achieve any of these qualification outcomes you should seek advice from ASDAN before starting your Manufacturing Vocational Taster.

Sample



VOC05/1

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